

# Find the missing words in this cover letter – key attached

Akiko Tanaka

52 Orchard Street  
London

W2 3BT

Mobile: 07960 999999

E-mail:

[akiko9999@hotmail.com](mailto:akiko9999@hotmail.com)

Fortnum & Mason's  
181 Piccadilly  
London  
W1A 1ER

3 August 20\_\_

Dear Sir/Madam,

**Re: Job as a part-time sales assistant (reference: JBW5014)**

I would like to (1) apply for the job of part-time sales assistant in the food section of Fortnum & Mason's in Piccadilly, as (2) advertised in "Recruit Now" on 2 August. Please find (3) attached a copy of my CV.

My previous jobs include two years as a sales (4) assistant in an organic food shop in Japan. This has given me (5) experience of dealing with customers, as well as cashier skills and a basic (6) knowledge of food retailing.

I have been living in London (7) since last September, and am currently studying English at a (8) language school. I have good English communication skills (recently I passed the Cambridge First Certificate in English exam). My fluency in Japanese may be useful when (9) dealing with your Japanese customers. I am an enthusiastic worker, and enjoy (10) working in a team. My student visa (11) entitles me to work up to 20 hours per week (or longer during my school holidays), and I could (12) start work immediately.

I would welcome the opportunity to (13) discuss the job vacancy with you on the telephone or at an (14) interview. I can be contacted most easily on my (15) mobile telephone or by e-mail (see details at the top of this letter).

Yours faithfully,

*Akiko Tanaka*

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attached experience dealing  
discuss assistant advertised  
knowledge language working  
interview